

ANNEXURE 1 – PROJECT PROPOSAL TEMPLATE

RPL PROJECT PROPOSAL

Instructions for preparing a RPL Project Proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- All fields are mandatory unless otherwise specified.
- **Each project shall not be for more than one project type. SSC proposals shall not target more than 60,000 beneficiaries. Non-SSC PIA proposals shall not target less than 2,000 beneficiaries and not more than 20,000 beneficiaries. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/bodies shall be redirected to relevant SSCs for consolidation.**
- Each application to consist of five sections:
1) Project Overview, 2) Project Execution, 3) Project Monitoring, 4) Project Financials, and 5) Annexures
- Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives a brief description of the information to be provided by the applicant.
- The Project Proposal may undergo several rounds of review and revisions before final approval by the PMKVY Executive Committee. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
- PIAs may refer to the explanatory notes *Annexure 3.1 of RPL Target Allocation SOP* for assistance in the formulation of this proposal.

If applicant is non-SSC PIA:

- It is mandatory for non-SSC PIAs to submit two printed copies of the Project Proposal to SSC, along with a cover letter duly signed by the CEO of the Applicant's organization. Every page of the proposal must be signed and stamped by the Applicant organization. The PIA shall inform NSDC of its submission to SSC via email rplpmkvy@nsdcindia.org with subject heading "Proposal Submission to SSC".
- SSC shall conduct preliminary evaluation of the proposal in accordance to the compliance checklist set by NSDC.
- If the project proposal is compliant, the SSC shall forward one printed copy of the complete Project Proposal to NSDC along with duly filled:

- a. SSC Recommendation Letter (including compliance checklist),
 - b. Pre-Screening Sheet,
 - c. Document Checklist and
 - d. Information on Assessment Agencies on-boarded.
- A soft copy of signed and scanned proposal with the aforementioned documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

If applicant is SSC:

- It is mandatory for SSC PIAs to submit one printed copy of the Project Proposal to NSDC, along with a cover letter, the document and compliance checklist and other specified enclosures. Every page of the proposal and supporting documentation must be signed and stamped by SSC CEO or any member of the SSC’s Governing Council.
- A soft copy of signed and scanned proposal with the supporting documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

Declaration (TO BE FILLED BY PIA)

I, _____ (full name of competent authority from Applicant Organisation), _____
 (designation), hereby declare that I have read and understood the aforementioned instructions and the information and supporting documents submitted in this application to conduct of Recognition of Prior Learning (RPL) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) are true and correct to the best of my knowledge. All responses are full and complete, omitting no material information.

Signature of Competent Authority and Stamp from Applicant Organisation

Date (dd/mm/yyyy)

SECTION 1: PROJECT OVERVIEW

a. Project Title:	
b. Name of Project Implementing Agency (PIA):	
c. Applicant Type (SSC/ Non SSC):	
d. Project Type (Type 1,2,3):	
e. Name of SSC, if PIA is Non SSC:	
f. Name of Mobilization Agency(s): <i>Not applicable for Project Type 2</i>	<ol style="list-style-type: none"> 1. Name of Mobilising Agency 1 2. Name of Mobilising Agency 2
g. Name of Participating Employer(s): <i>Not applicable for Project Type 1 and 3</i>	<ol style="list-style-type: none"> 1. Name of Participating Employer 1 2. Name of Participating Employer 2
h. Name of RPL Facilitator Organization(s) :	<ol style="list-style-type: none"> 1. Name of RPL Facilitator 1 2. Name of RPL Facilitator 2
i. Name of Assessment Agencies: If PIA is SSC, names of Assessment Agencies to be listed here. If PIA is non-SSC, SSC shall submit information on-behalf of non-SSC PIA in the form of Annexure 5.3	<ol style="list-style-type: none"> 1. Name of Assessment Agency 1 2. Name of Assessment Agency 2
j. Project Locations (states covered):	<p><<number>> of RPL Locations across <<number>> states</p> <p>States covered:</p> <ol style="list-style-type: none"> 1. State 1 2. State 2
k. Job Role(s) Proposed:	<ol style="list-style-type: none"> 1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level)

NSQF Level 1 and 2 Job Roles not permitted	2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level ---)	
l. Total RPL Targets Requested:	<<number>>	Targets allocated till date to under PMKVY 2.0 RPL*: <<number>>
m. Project Duration (max. 12 months):	<<number>> months	

**Under PMKVY (2016-2020)*

1.1. Sample Survey Findings (Summary)

Applicants shall undertake a sample survey justifying the need for the RPL activity hereby proposed.

The minimum sample size shall be 5% of each proposed RPL Location

The sample survey shall focus on finding the knowledge, productivity and performance gaps/challenges faced by Target Beneficiaries in the location/locations proposed.

It is hoped that the RPL activity proposed will alleviate some of these gaps/challenges through the Orientation or Bridge Course and Skill Certification.

Applicants shall attach detailed findings in a separate document. See Annexure 5.6 for format in which detail findings to be reported.

a. Reason for selection of proposed job role and locations:

b. Who are the target beneficiaries?

c. Knowledge, productivity and performance gaps or challenges faced by Target Beneficiaries in location/location proposed:

1.2 Purpose of RPL Project

Basis the findings of the Sample Survey, describe how this project is going to benefit the target beneficiaries (Please limit your response to not more than 800 words).

a. Indicate tangible benefits to the candidate from undertaking RPL under this project.

b. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL?			
SN.	ITEM	YES (Y) / NO (N)	
1	Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY)		
2	Formalised Market Connect		
3	Skills Premium/Industry Recognition		If Yes, kindly specify form of Skills Premium/Industry Recognition
4	Bank Loans/ Financing		If Yes, kindly specify type of Bank Loan of Financing
5	Licenses		If Yes, kindly specify type of Licenses
6	Formation of Cooperatives		If Yes, kindly specify name of Cooperatives
7	Course on Digital Transactions (E-Wallet)		

1.3 Proposed RPL Locations, Job Roles and Target Details of Project:

In RPL, the Location in which the RPL activity will be conducted is important. Applicants are therefore required to provide full name (i.e. Project Type 1 – Name of Venue, Project Type 2 – Company Name & Project Type 3- Training Centre Name) and address of location in which it will be conducting the RPL activity.

S.no	State	District	Location Name	Address	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)	Number of Batches
1.							
2.							
3.							

SECTION 2: PROJECT IMPLEMENTATION

2.1 Mobilization Strategy

Project Type 1 & 3

It is encouraged that PIA submit field linkages indicating access to a data base or network of potential beneficiaries for Project Type 1 and 3. Letters of support/participation may be attached with proposal. The letter is to mention location in which support will be provided as well as number of potential beneficiaries in the location.

If a mobilisation agency is engaged, a profile of the agency is to be submitted (see Annexure 5.4).

Ensure that the State, District and Location Name provided in the table below is the same as that mentioned in Table 1.3.

SN.	State	District	Location Name	Agencies Involved* (eg. Local Govt., Associations, Cooperatives and NGOs)

Project Type 2

Letter of Interest (LOI) from participating companies under Project Type 2 is to be attached. LOI to mention location in which RPL activities shall be conducted and the number of target beneficiaries within that location. Incorporation numbers of participating companies to be mentioned in LOI.

2.2 Pre-Screening Form (TO BE VALIDATED BY SSC)

PIA shall submit validated pre-screening format sheet developed for each RPL Job Role. Pre-Screening Form to capture the candidate's profile, level of work experience, source of existing knowledge and skills, and any other pertinent information.

2.3 Orientation Content

As per the RPL Guidelines, the Orientation content of each candidate shall be a minimum of 12 hours and shall include the following:

S. no	Activity	Minimum Duration
1.	Domain Training (clarifying any doubts/gaps a candidate may have with respect to the Job Role including the topic of Health and Safety)	6 Hours
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role (Financial and digital literacy training are mandatory)	4 Hours
3.	Familiarization to the Assessment Process and Terms	2 Hours

Applicants to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome. The topics and subtopics proposed shall be aligned to the findings of the sample survey. It is mandatory that a lesson on digital transactions be imparted.

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			
3			

2.4 Bridge course details, if proposed (Content to be Validated by SSC)

Bridge course is applicable only to Project Type 2 and 3 and shall not be of more than 68 hours in duration. Accordingly, Bridge course shall be over and above the minimum 12 hours of orientation. **The additional topics and subtopics proposed to be covered under Bridge Course shall be aligned to the findings of the sample survey and the SSC concerned shall be responsible for the development of the content.** Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.

2.4.1 Provide justification for Bridge Course

Applicant to justify the requirement of a bridge course for candidates in this project

S. no	Job role (name)	Justification for Bridge Course	Bridge Course Duration (additional hours required over and above the minimum 12 hours)
1			
2			

3			
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2.4.2 Provide the Bridge course content applicable for each job role as Annexure 5.7. Indicate a summary of Topics of the same below.

The content proposed shall be aligned to the findings of the sample survey and validated by concerned SSC. Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.

S.no	Job role (name)	Topic of Bridge Course	Duration (in minutes/hours)
1			
2			
3			

2.5 Job-Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 PMKVY T-shirt/Jacket
- 01 PMKVY Cap

Both aforementioned items are to be procured from NSDC empaneled vendors.

Over and above the above mentioned items, PIA may give additional job role specific items. Details to be mentioned below.

Job role name	List of Additional Items in Kit
1.	
2.	
3.	

Sample of Additional Items to be provided to Executive Committee for Approval.

2.6 Media Coverage

Describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media Summarize the plan in tables below.

a. Print Media:	
Type (Newspaper/ Magazine/ Tabloid/ Others please specify)	Frequency
<Type> (Name)	
<Type> (Name)	

<Type> (Name)	
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b. Outdoor Advertising:	
Type (Brochure/ Flyer/ Standee/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

c. Digital Media:	
Type (Electronic - website/ Social - Facebook, LinkedIn, Twitter/ Television Advertisements/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

d. Radio Engagement:	
Type (Govt. / Non-Govt. channels/ Local Radios/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

SECTION 3: PROJECT MONITORING

3.1. Team from Applicant Organization Overseeing On-ground Implementation

Please specify the individual/team from the applicant side that will be overseeing the on-ground implementation.

Team From Applicant Organization				
S.no	Name	Designation	E-mail	Phone Number
1.				
2.				

SECTION 4: PROJECT FINANCIALS

Select and fill the cost breakdown as per the type of project proposed. Applicant should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated. PIA to fill in all expense heads specified. Separate cost calculation sheets for cost heads associated with PIA payout shall be submitted along with this proposal (see Annexure 5.9 for further instructions).

Details of total project cost

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
1	PIA payout per candidate (Variable Cost)					
a.	Mobilization expenses (Maximum per candidate cost: Rs. 500) (Not to be included in Type 2 projects)	Ceiling cost: Type 1 – 1,700 Type 2 – 1,400 Type 3 – 1,600				
b.	Orientation expenses					
c.	Branding and publicity expenses (Maximum per candidate cost: Rs. 250)					
d.	Job role-specific kit expenses (Maximum per candidate cost: Rs.500)					
	01 PMKVY Standard T-shirt/ Jacket (Fixed per candidate cost: Rs.120)					
	01 PMKVY Standard Cap					

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
	(Fixed per candidate cost: Rs. 40)					
	Other additional items (please add more rows, if required)					
2	<i>Assessment payout per candidate (Fixed Cost)</i>	<i>800 (Manufacturing) 600 (Services)</i>				
3.	<i>Candidate payout (Fixed Cost)</i>	<i>500</i>				
	<i>Total cost for entire project (No. of RPL candidates* Cost per candidate)</i>					

SECTION 5: ANNEXURES

List of Annexures required to be filled and submitted with Project Proposal

5.1 Information on PIA:

Name of PIA:				Supporting Documentation Required: 1. Certificate of Incorporation 2. PAN Card 3. Audited and complete financial statements from the last 3 (three) financial years (including notes). If company is less than 3 (three) years old, then all available statements are to be shared.
Official Website of PIA:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
a. Year of Incorporation:				
b. Total Revenue of PIA for Last 3 (Three) Financial Years :	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			
c. Net worth of PIA for Last 3 (Three) Financial Years	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			
d. PIA's Revenue from skill development activities (as shown in notes to financial statements or clarified by CA Agency)	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			

5.2 Information on RPL Facilitator Organisation(s):

Provide a profile of each RPL Facilitator Organisation participating in this project in the table below. The RPL Facilitator Organization, may be the PIA or Training Provider(s) engaged to conduct the counselling, pre-screening and orientation (+Bridge Course) of candidates on be-half of PIA. Participating RPL Facilitators shall be TOT Certified by the concerned SSC.

Name of RPL Facilitator Organisation 1:				Supporting Documentation Required:
Official Website of RPL Facilitator Organisation:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
a. Year of Incorporation:				
b. Affiliation with concerned SSC	Yes / No	If Yes, specify year of affiliation:		Affiliation Certificate
c. Affiliation with NSDC	Yes / No	If Yes, specify year of affiliation:		
Past Training Performance	PMKVY	Fee Based Programmes	Other Government Schemes:	
d. Total Number of Candidates <u>trained</u> in last 1 year*				
e. Number of Candidates <u>trained</u> in last 1 year in SECTOR concerned				
f. Total Number of Candidates				

certified in last 1 year				
g. Number of Candidates certified last 1 year in SECTOR concerned				
k. Number of Candidates placed in last 1 year				
l. Number of Candidates placed last 1 year in SECTOR concerned				
m. Number of Functional (own, not franchised) Training Centers bifurcated state wise	<ol style="list-style-type: none"> 1. <State> : <Number of Functional Centers> 2. <State>: <Number of Functional Centers> 			
n. Number of ToT certified Trainers for the sector concerned				

**Candidates trained refers to the candidates for whom the training has been completed. It includes short term or long term trainings conducted under any Central Government (NSDC/DDU-GKY/ITI/Polytechnics/Any other Central Government run schemes etc.) or State Government (State Skill Development Missions/State Government run schemes) or Fee-based or corporate body.*

5.3 Information on Assessment Agencies/Assessors (SSC to fill in Information) (If PIA is non-SSC, SSC to submit separately along with SSC Recommendation Letter)

Provide the profile of each Assessment Agency participating in this project in the template below.

Name of Assessment Agency 1:				Supporting Documentation Required:
Official Website of Assessment Agency:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
a. Year of Incorporation:				
b. Year of affiliation of Assessment Agency(s) with SSC				Affiliation Certificate
c. Rational for Selection of the Assessment Agency for Proposed Project				
d. Total Number of Assessments conducted by Assessment Agency for this sector in last 1 year bifurcated State-wise	PMKVY		NON – PMKVY	
	1. <State> : <Number > 2. <State>: <Number >		1. <State> : <Number > 2. <State>: <Number >	
e. Total Number of Assessors for this sector bifurcated State-wise	PMKVY		NON- PMKVY	
	1. <State> : <Number > 2. <State>: <Number >		1. <State> : <Number > 2. <State>: <Number >	

5.4 Information on Mobilization Agency

For **Project Type 1 and 3**, if separate mobilization agency is engaged, provide profile of mobilization agency

Name of Mobilisation Agency:					Supporting Documentation Required:
Official Website of Mobilisation Agency:					
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:		
a. Year of Incorporation:					
b. Previous Experience of Conducting Mobilization for Central or State Government Programmes	Name of Scheme	Duration of Engagement (From)	Duration of Engagement (To)	Describe Mobilisation Activity in Brief	

5.5 Pre-Screening Form

PIA to provide the pre-screening format for each RPL Job Role to be undertaken (Questions are to be based on the core NOSs of the job role as well as any other criteria as defined by the SSC for the project). This is to be validated by SSC and attached in the proposal.

5.6 Sample Survey Finding Report

Applicant to submit detailed report on Sample Survey. The report should mention methodology of survey undertaken and corresponding results.

1. Project Locations	
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2.	Objective of the Survey	
3.	Survey Sample Size	Minimum 5% from each proposed location
4.	Survey Methodology:	
5.	Location Profile	
<i>a.</i>	<i>Relevance of sector to locations</i>	
<i>b.</i>	<i>Relevance of job roles to locations</i>	
<i>c.</i>	<i>Presence of industrial/traditional clusters</i>	
5.	Demographic Study of Candidates:	
<i>a.</i>	<i>Age profile:</i>	
<i>b.</i>	<i>Education profile:</i>	
<i>c.</i>	<i>Experience profile:</i>	
<i>d.</i>	<i>Employment scenario:</i>	

6.	Skill gap study of target candidates:	
a.	<i>Core NOSs missing in workers' skillsets:</i>	
b.	<i>Non-Core NOSs missing in workers skill sets:</i>	
7.	Opportunities for tangible benefit (skills premium, up-skilling, financial support, etc.)	
8.	Conclusions:	

5.7 Course curriculum for proposed Bridge Course

Enclose detailed course curriculum against each proposed job role in the format below. Bridge course curriculum to be validated by SSC.

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			

5.8 Support Letters Project Type 1 & 3 – Mobilisation Partners & Project Type 2 – Employer Letter

For project Type 2, a letter from the Employer to be engaged under RPL is to be submitted along with this project proposal template. The letter is to indicate the RPL requirement in terms of numbers of employees that shall undertake RPL against proposed job roles and the locations in which RPL shall be conducted. Also, specify name and contact details of SPOC from prospective employers.

For project Types 1& 3, PIA's encouraged to enclose letters of support from Gram Panchayats, Block Development Officers, Gram Pradhans, NGOs, Associations and Cooperatives working in the locations whereby RPL is proposed.

5.9 Cost calculation sheets

Type 2 Proposal cost calculation sheet to be enclosed in the following template

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs.	Remarks (description and justification of expense head)
1	Total Payout to PIA (A+B+C)			
1.1	Orientation	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
Total (A)				
1.2	Branding and Publicity	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
Total (B)				
1.3	Job role specific kit	PMKVY T-shirt/ Jacket		
		PMKVY Cap		

		Other, please specify	
Total (C)			
2	Payout for assessment		800 / 600
3	Candidate payout		500.00
4	Bridge course expenses		
5	Total cost per candidate		

Type 1 & 3 Proposal cost calculation sheet to be enclosed in the following template

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs.	Remarks (description and justification of expense head)
1	Total Payout to PIA (A+B+C)			
1.1	Mobilization	Sub-cost head name		
		Sub-cost head name		
1.2	Orientation	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (A)			
1.3	Branding and Publicity	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (B)			
1.4	Job role specific kit	PMKVY T-shirt/ Jacket		
		PMKVY Cap		

		Other, please specify		
Total (C)				
2	Payout for assessment		800 / 600	
3	Candidate payout		500.00	
4	Bridge course expenses			
5	Total cost per candidate			

